



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO DSS-A

JUN 10 2004

MEMORANDUM FOR DLA CORPORATE BOARD  
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Cutoff Dates for Fiscal Year 2004 (FY04) Acquisitions to the Defense Logistics Agency (DLA) Support Services Acquisition Staff Directorate (DSS-A)

The guidance in this memorandum is critically important for our customers to receive the best possible services from DSS-A as we prepare for the end of FY04.

Please submit acquisition packages for procurements requiring obligation of funds by September 30, 2004, not later than the dates specified below:

<u>Type of Action</u>	<u>Date Required</u>
New contract action over \$100,000 for non-commercial items and over \$5M for commercial items	Jul 6
Maintenance renewals/options for Sep 30 or Oct 1 award	Jul 14
General Services Administration (GSA) Schedule task orders for services	Jul 14
Commercial Purchase orders between \$25,000 and \$5M	Aug 13
Modifications to any action requiring proposals/negotiations	Aug 13
Delivery Orders under joint service contracts	
Labor hour services	Aug 13
Hardware, software and maintenance services	Sep 7
Purchase Orders not expected to exceed \$25,000	Aug 27
GSA Schedule/Blanket Purchase Agreement (BPA) delivery orders for hardware and software	Sep 7
Modifications not requiring proposals/negotiations	Sep 15

Acquisition packages must be submitted to DSS-A in accordance with the Customer Documentation Requirements Matrix (Attached). Please be sure to add an Activity Request Number to your requirement so that you can check its status through the DSS-A Tracking System. For access to the DSS-A Tracking System, please contact Mr. Frank Russell at (703) 767-1210 or DSN 427-1210 or e-mail him at Frank.Russell@dla.mil.



In the near future, DSS-A will provide our customers with a tailored report that will include their contractual actions. This will allow our customers to review expiring contracts that might need continuous coverage and give DSS-A adequate lead time to award contractual actions without any lapses in service.

A warranted contracting officer is the only person authorized to legally bind the Government. Customers must be careful not to have the contractor perform work prior to award of a funded contract. Requirement packages submitted to DSS-A in which the contractor has already performed work prior to award of a contract, shall be deemed an unauthorized commitment and processed as a ratification. This process is expensive, time consuming, and will likely result in disciplinary action and/or personal financial responsibility.

Requiring activities are reminded to follow the ordering guide requirements of established contract vehicles (i.e., GSA schedule contracts, National Aeronautics Space Administration, Scientific & Engineering Workstation Procurement, The National Institutes of Health Electronic Commodities Store III, and joint Service contracts), to ensure proper competition so that the Government is receiving the best value. DSS-A had a Program Management Review (PMR) in March 2004, which recommended that customers perform more thorough market research to allow contractors a fair opportunity to compete. In order to be in compliance with the finding of the PMR, and with Department of Defense Federal Acquisition Regulation Supplement 208.404-70 and 216.505-70, we are requesting that our customers submit their packages with the names of at least three or more contractors that could perform the requirement. If an order must be directed to a particular source, then a signed justification must be provided. Guidance and samples of various acquisition documents are available at [www.dla.mil/dss/dss-a](http://www.dla.mil/dss/dss-a). The DSS Acquisition staff is available to provide assistance if needed.

The PMR also stated that our customers needed to separate the authority level in the implementation of their portion of the contracting process. One person **should not** write the Independent Government Cost Estimate, write the Technical Evaluation, and be nominated as the Contracting Officer's Representative. DSS-A requires that a higher level of authority sign the documentation at each level of the contracting process.

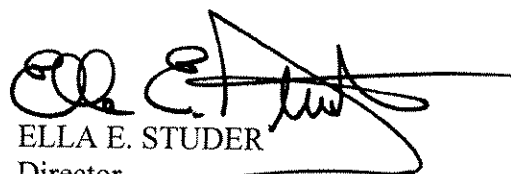
This office experiences an extremely high volume of expedited procurement requests and our workload generally more than doubles during the fourth quarter of the fiscal year. Nearly all of these requirements must be awarded by either September 30, 2004 or October 1, 2004. Expedite requests require us to continuously reprioritize our workload, frequently penalizing the customer who initially allowed sufficient lead-time. Therefore, it is necessary that requests for expedited procurements be accompanied by a written justification signed by the Director of the requiring activity.

**Please read this carefully. It is only the second year we have handled funding differently than previous years. DLA activities are reminded that maintenance renewals effective October 1, 2004, require FY05 funds.** In accordance with Federal Acquisition Regulation Part 32.703-2, the Government shall not accept supplies or services under a contract

conditioned upon the availability of funds until the contracting officer has given the contractor notice, confirmed in writing, and that funds are available. Therefore, a "subject to availability or planning" funding document MUST be replaced with a valid, certified funding document not later than the effective date of the desired service. DLA activities serviced by the DLA Financial Operations (J-8), within the McNamara Headquarters Complex, will not provide "Letters of Intent," but will provide the usual internal funding document, with the appropriate line of accounting. The advanced copy will not be certified, but will be provided as a working copy, to be replaced with the certified copy on October 1, 2004. DLA activities, using Defense Working Capital Funds, will continue to provide Military Interdepartmental Purchase Requests or Service Orders with the line of accounting, that states the funds will be available on October 1, 2004. Contract actions that do not have a certified funding document on October 1, 2004, will not be signed by a Contracting Officer. Contractors will not be allowed to perform until an approved certified funding document is received and the contract action executed. This also applies to option year renewals.

We look forward to working with you to bring FY04 to a successful close. DSS-A will support critical/emergency requirements when appropriately justified until the last practical moment of FY04. Requirements packages forwarded after the cutoff dates require pre-approval by Mr. Phil Silas, the DSS-A Staff Director. We want to remind all of our customers that DLA has a strong commitment to the Small Business Program. We request your support in meeting our targets for Small, Small Disadvantaged, Women-Owned, Hubzone, 8(a), and Service Disabled Veteran-Owned Small Businesses by including such firms in your acquisition solutions. The DSS Associate Director of Small Business, Mr. Robert Little at (703) 767-1161 or [robert.little@dla.mil](mailto:robert.little@dla.mil), is ready to answer your questions about small business strategies or provide small business sources. Should you have any questions about this memorandum, please contact Ms. Judy Harrison at (703) 767-1196 or [judith.harrison@dla.mil](mailto:judith.harrison@dla.mil); Mr. Patrick Kennedy at (703) 767-1166 or [patrick.kennedy@dla.mil](mailto:patrick.kennedy@dla.mil); or Mr. Phil Silas at (703) 767-1155 or [phillip.silas@dla.mil](mailto:phillip.silas@dla.mil).

Thank you for your cooperation and support in complying with the above cutoff dates, and allowing us to serve you. A copy of this guidance will be posted at [www.dla.mil/dss/dss-a](http://www.dla.mil/dss/dss-a).



ELLA E. STUDER  
Director  
DLA Support Services

Attachment

# DSS-A Customer Documentation Requirements Matrix (a/o May 27, 2004)

<i>Assistance available upon request and Samples can be viewed on the following web-site:</i> <a href="http://www.dla.mil/dss-oc/documents.asp">www.dla.mil/dss-oc/documents.asp</a>	(See Note 1) Micro Purchase (≤ \$2.5k)	Simplified Acquisition Procedure (SAP) (\$2,501-\$100k)*	GSA Schedule and BPA'S	Delivery Orders Placed Against Existing Contracts	New Contracts (> \$100k) **
<b>Document*</b>					
<b>Activity Request Number (ARN)</b> This consists of the activity/calendar year/Julian Date/Sequence Number; i.e., J6304184001)	Yes	Yes	Yes	Yes	Yes
<b>Independent Government Cost Estimate</b> (Mandatory for ALL SERVICES requirements. Rationale required.)	No	Yes	Yes	Yes	Yes
<b>Market Research / Market Survey</b>	No	Yes (Must include small businesses/manufacturers)	Yes See Note 2 See Note 5	Yes See Note 2	Yes See Note 5
<b>Statement of Work</b> (Mandatory for all Services requirements)	Yes	Yes	Yes	Yes	Yes
<b>Justification and Approval for Other than Full and Open Competition</b> (see Note 3)	No	Yes	Yes (See Note 4)	Yes (See Note 4)	Yes
<b>Approval of Contracted Advisory and Assistance Services - from DSS</b> (in accordance with the ONE BOOK Chapter )	Yes	Yes	Yes	Yes	Yes
<b>Funding Document</b>	Yes	Yes	Yes	Yes	Yes
<b>COR/COTR Nomination</b> (Mandatory for all Service orders. Proof of Training Required)	No	Yes (Services only)	Yes (Services only)	Yes (Services only)	Yes
<b>Purchase Description/Delivery Instructions</b> (include POC, comm. phone number, complete delivery address/room #)	Yes	Yes	Yes	Yes (include DODAAC)	Yes

Note 1.

All micro-purchases should be accomplished using an activity's IMPAC card. Any micro-purchase forwarded to DSS-A to be awarded other than as an IMPAC card buy must be accompanied by a J&A signed by the requiring activity's SES or flag officer.

Note 2.

Per FAR 8.4: for three or more sources to achieve best value, call 703-305-6477 or <http://www.gsadvantage.gov>, or survey two additional GWAC contracts.

Note 3.

Sole Source, Urgent and Compelling, etc. A full J&A is required for packages >\$100K; a paragraph justifying absence of competition if <\$100K.

Note 4.

A brief justification explaining why an order needs to be directed to a specific GSA or other existing contract, except joint service contracts, is required.

Note 5.

Market Research/Market Survey document should include at least one small business (if possible) or indicate why small businesses could not be included.

\* All customers must be prepared to provide electronic formal documentation upon request.

\*\*Synopsis through Government-wide Point of Entry via the internet through FedBizOpps per FAR Part 5.102(a)(1) is required.

All requests for expedites must be justified in writing by the head of the requesting activity.